

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held in Room 2, The Village Hall, Sutton St. Nicholas on Monday 5th October 2015 (SPC/TF/081)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Richard Andrews
Cllr Ann Burke (Vice chairman)
Cllr Stan Gyford
Cllr Ian Nicholas
Cllr Anna Toon

In attendance

Mike Darley (Footpath Officer)
Tony Ford (Clerk)

1. Apologies for Absence

There were no absences.

2. Receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/080) held on Monday 7th September 2015.

The minutes were signed by the Chairman as a correct record of the meeting

3. Declarations of Interest

Councillor Andrews made a Non- Disclosable Pecuniary Interest.in agenda item 8, there were no requests for new Disclosable Pecuniary Interest dispensations.

4. Report from Clerk on actions from the last meeting

There were 15 actions requiring completion, seven were completed, and seven were in progress and one closed. (Appendix 1 refers). Noted.

5. Questions/Issues on any matter, from members of the public present.

5.1 Ward Councillors Report

Cllr Guthrie gave a verbal report to the Parish Council (Appendix 2 refers). In addition the Parish Council was informed that at the site meeting with Balfour Beatty it was reiterated that budgets were tight and that the outcome was as follows:-

- **Flooding on the Sutton to Marden Road by Freens Court** – In addition to the current drain, a ditch to be dug in the verge to act as additional drainage.
- **Damaged road surface by The Cresswells** – to be reinstated
- **Flooding on Churchway** – Balfour Beatty to monitor
- **Flooding on Ridgeway Road (Millway)** - Balfour Beatty to monitor.

5.2 Local Police Report

The latest Newsletter had been circulated to Councillors and put on the village website. Its contents were noted.

5.3 Questions from other members of the public

There were no questions tabled.

6. Nuisance Bonfire

The Clerk informed the Parish Council that complaints relating to nuisance bonfires emanating from Millway and Ridgeway (vicinity of the telephone exchange), the two Millway incidents have been reported to Herefordshire Council. Cllr Guthrie is trying

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to identify the exact location of the one on the Ridgeway to which a fire engine was in attendance.

Action- Clerk to send parishioner details to Cllr Guthrie.

7. Village Hall

Cllr Gyford raised his concerns regarding the opening of the Village Hall when hired out, and highlighted the incident of Sunday 24th September when he was contacted by hirer who could not gain access to the hall. Cllr Burke informed the Parish Council that cover arrangements were in place and the incident was due to human error and was a one off. Cllr Gow would raise Cllr Gyford's concerns at the next meeting of the Village Hall Management Committee.

8. Neighbourhood Development Plan

The Parish Council was informed that the Neighbourhood Development Plan Project Group had considered and agreed the draft Neighbourhood Development Plan for consultation purposes, and requests that the Parish Council consider the draft plan. Having considered the draft plan the Parish Council passed on their thanks to the project group and resolved that - **the draft Neighbourhood Development Plan is approved for the purposes of public consultation and it is delegated to the Clerk in consultation with the Neighbourhood Plan Project Group to do any minor changes.**

Having declared a non-disclosable interest in the matter Cllr Andrews did not vote on the matter.

9. Planning Application

Planning Application – Homme Farm, Wyatt Road, Cross Keys, HR1 3NP (152712) – Proposed siting of a log cabin for farmworker (mobile Unit). The Parish Council considered the application. Having considered the application resolved - **to object to the application as it appears to attempt to establish a large permanent dwelling that is over development of the site.**

Action- Clerk to inform Herefordshire Council.

10. Village Annual Bonfire and Fireworks

The Clerk reminded that the Parish Council needs assurance that the requirements of the insurance company will be met, and what progress was being made and that the Parish Council must also be mindful of the 14 days rule to notify its insurers and the need to have the fireworks and bonfire at least 100metres away from any premises or vehicles not owned, hired or rented by the Parish Council. Cllr Toon assured the Parish Council that everything was in hand.

Action – Clerk to inform Came and Co of the pending, fireworks and bonfire

11. Transfer of open spaces

This is a standing agenda item and currently there is no update to report.

12. Financial Report

12.1 Confirmation of Balances £30,326.85 (Bank Balance 15/09/15 -£33,826.04 less outstanding cheques £3,499.19)

12.2 Receipts £9,650. (Lottery Grant towards the Neighbourhood development Plan)

12.3 Invoices for payments

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Ref	Payee	Amount £	Detail
1	Balfour Beatty	180.00	22/09/15 - One month deployment of Speed Indicator Device.
2	DJN Planning Ltd	2,970.00	18/09/15- Producing Draft Plan , Project Group meetings, Fete
3	R A. Ford	308.98	5/10/15 Clerks Salary
4	R.A. Ford	40.21	5/10/15- Copies draft Neighbourhood Plan , envelopes and box files (Not previously advertised)

Resolved to approve for payment and cheques to be signed

13. Footpaths In the Village

The Footpath Officer gave a short verbal update. (Appendix 3 refers)

14. Bin Collections

This item was covered with agenda item 15 - Bins and Dog waste bins. The Parish Council considered the costs (Appendix 4 refers) for the options available and was mindful of the recurring annual costs of £1040 for clearing the bins.

15. Bins and Dog Waste Bins

The Parish Council at its last meeting intimated that the Footpath Officer should be contracted to clear bins and dispose of the contents, however no costs were available, in addition there was regulations around collection and disposal and disposal of waste. The Clerk was trying to get to the bottom of all the legal requirements for paperwork. and is in contact with Herefordshire Council for advice.

Having considered the matter the Parish Council resolved - **to go with option c, the footpath officer to be contracted to clear bins and dispose of its contents. The clerk to ensure compliance with waste regulation.**

A cheque in the sum of £828 was given to the clerk to cover the cost of purchase.

16. Budget 2016/17

The Clerk reminded the Parish Council that it need to give consideration to it requirements with regards to the setting the budget for 2016/17. Councillors were asked to give some thought to the matter, and that ideas would be discussed at the next parish Council meeting.

17. Age UK Hereford & Localities

The Clerk informed the Parish Council that a request for a grant had been received from Age UK Hereford & Localities. The Clerk reminded the Parish Council that it had a budget of £180 against which a grant of £200 had been made to the Citizen Advice Bureau. Having considered the matter the Parish Council resolved not to pay a grant to Age UK Hereford & Localities.

Action – Clerk to inform Age UK Hereford & Localities.

18. Defibrillator

The Clerk has emailed a Noel Orbell of the West Midlands Ambulance Service and awaits a reply, Noted.

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19. Correspondence (Not covered by a separate agenda item and for information only).

- 19.1 – **Herefordshire Council** – Herefordshire Core Strategy Inspectors Report. (Noted)
- 19.2 – **Herefordshire Council** – Note regarding the Local Plan Inspectors Report. (Noted)
- 19.3 – **Balfour Beatty** Weobley /Hereford Rural Briefing 25/09/2015 (Noted)
- 19.4 – **CPRE Herefordshire** - Invitation to meeting on Tuesday 3/11/15 regarding Neighbourhood Development Plans. (Noted)
- 19.5 – **Balfour Beatty** Weobley /Hereford Rural Briefing 26/09/2015. (Noted)
- 19.6 – **Balfour Beatty** Weobley /Hereford Rural Briefing 18/09/2015. (Noted)
- 19.7 - **Balfour Beatty**- Weobley /Hereford Rural Briefing 11/09/2015. (Noted)
- 19.8 - **Balfour Beatty**- Parish Newsletter August 2015. (Noted)
- 19.9 - **Balfour Beatty** Weobley /Hereford Rural Briefing 04/09/2015. (Noted)
- 19.10 – **HALC** – Wise Owl Training sessions. (Noted)

20. Matters relayed to the Clerk for the Agenda of the next meeting

- Defibrillator
- Councillor vacancy
- Budget 2016/17
- Fireworks and Bonfire

21. Confirmation of the date, time and venue of the next meeting

Monday 2nd November 2015 at 7.15pm Room 2 at the Village Hall.

APPENDIX 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/01	28/05/15	11	Freedom of Information	Clerk to monitor requests received and report back to the next Annual Meeting of the Parish Council	Clerk		Work in progress
10/02	01/06/15	8	Dog Poo Bins	Have signs installed reminding dog owners to take their dog waste home	Clerk		Work In progress
10/03	01/06/15	18	Sutton Playing Field Inspection Report	Cllr Gyford to inform the Clerk of the recommendations he is able to carry out	Cllr Gyford		Work in progress
10/04	01/06/15	18	Sutton Playing Field Inspection Report	Clerk to engage a contractor to complete the rest of the jobs	Clerk		Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/05	06/07/15	7	Upgrade Bins	Cllr Gyford to install bins	Cllr Gyford		Closed
10/06	07/09/15	7	Community Governance Review	Clerk to inform Herefordshire Council of the outcome of the Parish Council deliberations.	Clerk		Completed
10/07	07/09/15	8	Community Speed Watch	Clerk to put a notice in the Sutton News asking for additional volunteers	Clerk		Completed
10/08	07/09/15	8	Community Speed Watch	Clerk to write to Herefordshire Council regarding the reinstatement of the 30mph marking on the Ridgeway (at the entrance to the village).	Clerk		Completed
10/09	07/09/15	13	Lengthsman	The signed agreement be sent to Herefordshire Council	Clerk		Completed
10/10	07/09/15	14	Lengthsman Duties	The Clerk ask Balfour Beatty for a schedule/map with coverage area for all street furniture, public verges and gullies within the village	Clerk		Completed
10/11	07/09/15	15	Bins and Dog Waste Bins	The Footpath Officer to forward possible costs of collections.	Clerk		Completed
10/12	07/09/15	15	Bins and Dog Waste Bins	Clerk to order bins.	Clerk	Agenda Item 15	Work In progress
10/13	07/09/15	15	Bins and Dog Waste Bins	Councillor Gyford to install bins.	Clerk	Agenda Item 15	Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/14	07/09/15	17	Youth Initiatives	Clerk to request that a representative of HVOSS attend a future meeting.	Clerk		Completed
10/15	07/09/15	24	Sutton Playing Field Entrance	Clerk to inform Lafarage Tarmac	Clerk		Work In progress

Appendix 2

Ward Councillor's Report

Publication of Local Plan – Inspector's Report

Good News - The long awaited report (published on 29th September 2015) from the Local Plan Inspector has concluded that the plan is sound & forms the basis for future planning in the County. For further information look on the Herefordshire Council website – Newsroom section.

Government Consultation – “Enabling closer working between emergency services”

For information – please view link below:

<https://www.gov.uk/government/consultations/enabling-closer-working-between-the-emergency-services>

Herefordshire Council – The 2015 Annual Canvass

The Elections Office is carrying out a full canvass of every property in Herefordshire before publishing the full Electoral Register on 1st December. It is very important that residents should return their household enquiry forms and register to vote as soon as possible.

The main ways to respond to the Household Enquiry Form are as follows:

Online at: www.elecreg.co.uk/hfds

By phone: 0808 2841448 or by completing and returning the paper form itself in the prepaid envelope

Highways Matters

I arranged a number of site meetings in the village with Parish Council Representatives, Herefordshire Council Highways & our Locality Steward to inspect some of the ongoing flooding issues on the C1126 village road, Churchway & Millway. Unfortunately, I was not able to attend on the day & hope that especially the priority issues raised will be attended to as soon as possible.

Laystone Bridge & Moreton Bridge – Site visits have been carried out on the bridges, it was discussed how they can be protected, some improvements such as warning signage & bollards are already in place. The past consultation results carried out in 1999 ref: possible weight restriction or width restriction were considered. It was concluded that no further additional protection measures are possible at the current time.

Re: C1120 Moreton Bridge to Marden – Response ref: Survey Assessment information

“surveys that are carried out on roads are measured by three categories: Red: plan maintenance soon; Amber: plan investigation soon and Green: no maintenance required. The majority of the C1120 scored green and amber, and, as such, didn't meet

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the criteria to build up any length of treatment, so wasn't included in the 2015/16 programme. When the latest survey data is available, it will be reassessed and ranked against all other roads in the County.

Balfour Beatty undertake either a walked or driven inspection for all roads and if this particular road is deemed in need of repair (resurfacing), then it will be considered at the next available opportunity, as part of the assessment process and when funding is available”.

Report by Kema Guthrie (05/10/15)

Appendix 3

Footpath Officers Report

PFO Mike Darley

06/10/15

Over the last few weeks, I've contacted the landowners who have ground on The Rhea, (ST 15) with a view to widening the bridleway. Both are keen to see this done and have agreed that it would certainly help with drying up the track and wet areas. It will also benefit walkers and horses with having that track wider.

I will be using some brash from the project, to reintroduce habitat for wildlife bug super highways. All this will take place during the winter months and the wood use to pay for the work done.

On the 20th of this month, a visit will be taking place on Sutton Walls. This is to look into the protection of the Hill Fort Ramparts and to look at ways of protecting them. (ST 2)

All other paths and bridleways are in a very good state of repair for this time of year and I hope to keep them in shape ready for next year.

Mike Darley

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Appendix 4

BIN OPTIONS

	Option A	Option B	Option C
	Bins supplied by Balfour Beatty@ the Lichgate, the old post office, plus Parish Council direct purchase Glaston Community bin for footpath by Ordis Court	Parish Council direct purchase of Broxap bins for The Lichgate, the old post office and the footpath by Ordis Court	Parish Council direct purchase of Glaston Community bins for The Lichgate, the old post office and the footpath by Ordis Court
Balfour Beatty Supply and fit two standard Broxap Derby 120L bins	1,100.00	0.00	0.00
Parish Council Purchase and install Glasdon Community 128 Litre bin by Ordis Court	230.00	0.00	0.00
Estimate of Installation Costs	25.00		
Annual Collection cost	1,040.00	0.00	0.00
Parish Council Purchase and install standard Broxap Derby 120 L bin @ The Lichgate, the old post office and by Ordis Court	0.00	930.00	0.00
Annual Collection Costs	0.00	1,040.00	0.00
Estimate of Installation Costs	0.00	50.00	0.00
Parish Council Purchase and install Glasdon Community 128 Litre bin @ The Lichgate, the old post office and by Ordis Court	0.00	0.00	690.00
Annual Collection Costs	0.00	0.00	1040.00

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	Option A	Option B	Option C
Estimate of Installation Costs	0.00	0.00	50.00
Estimated Total Cost	2,395.00	2,020.00	1780.00
Summary of Costs			
One off cost add VAT	1355.00	980.00	740.00
Annual Running Cost	1040.00	1040.00	1040.00
Estimated Total Cost	2395.00	2020.00	1780.00
Pending query regarding disposal / Disposal Costs , collectors licence			